

College of Arts and Architecture/University Arts Services

PERMISSION TO SEARCH

ALL DATA ITEMS MUST BE COMPLETED

Dept/Unit _____

1. Faculty _____ Staff _____

2. Rank/Title/Grade _____

3. Anticipated Appointment Start Date _____

4. _____ Create a New Position _____ Fill an Existing Position

Position # _____

Last Incumbent _____

5. Appointment Type:

_____ Standing (Permanent Funding Req'd)

_____ FTMY (Permanent Funding Req'd)

_____ Fixed Term I (one year contract & full-time) Begin & End Dates _____

_____ Fixed Term II...Begin & End Dates _____ and % of Time _____

(less than one year contract and/or less than full-time)

6. Anticipated amount of funding required \$ _____ **

7. Funding Source

Account and Object Code _____

Attach email approvals or other correspondence, as appropriate

8. Justification/Need for Position (attach memos or email correspondence)

9. Request to Proceed with This Position Search:

Dept/Unit Head _____ Date _____

Notes:

10. Funding Sources Confirmed:

Financial Officer _____

_____ Date _____

** If funds required are more/less than funds available, from/to where will difference be transferred?

Notes:

11. Approval to Advertise and Search for This Position:

Dean _____ Date _____

Notes:

12. Form Received and Distributed by Human Resources:

HR Manager _____ Date _____

Notes:

HR USE ONLY:

New Position # _____